Student Guide: Examinations MCQ on Online Assessment Tool on myUnisa

1   Access to myUnisa

Access myUnisa at https://my.unisa.ac.za/portal and login using your student number and myUnisa password.

2   Where do I download the examination question paper?

The examination will take place on the *Online Assessment* tool located in your module examination site on myModules in myUnisa. No separate examination question paper will be available. The Online Assessment tool will present the questions to you. Expect to be online for the full duration of the examination.

3   How do I access my Examination?

The answers to this examination MCQ may only be submitted online.

On the day of the examination, do the following:

1. 15 minutes before the start of the examination, logon to myUnisa (https://my.unisa.ac.za/portal) with your credentials (i.e., student number and password).

2. Click on the **myModules** button at the top of the page.

3. In the top right corner of the page, click on the "**Sites**" button. A popup window will appear. Choose the name of the module examination site.

4. On the left-navigation (menu section) of the examination site, click the "**Online Assessment**" link.

5. On the Online Assessment page, click the examination link under the section "**Take an Assessment**". This will take you to the instructions page and allow you to start the examination. Click "**Begin Assessment**" to start.

6. Read through the questions presented on the page, and select your answer from the provided options or add text when requested.

7. You must complete all the examination questions, without leaving the site.

   A timer on the Online Assessment tool will assist you to keep track of your progress. **Save your answers on every page**. The last page will give you the option to Submit all your answers. The examination will stop when your timer runs out or if the examination session is finished, even if you have not reached the last question.

Define tomorrow.

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If you do experience a technical interruption, logout of myUnisa. DO NOT just close the page. If you logged out properly, you could login again, navigate back to your examination and resume where you last stopped, if time allows.

8. Remember to start your second session as soon as possible.

9. If you submit the examination successfully, you will receive an email confirmation in your myLife email account.